

Meeting Minutes – November 2, 2009

Meeting Attended By: All group members

1. Agenda
 - a. Discuss Report Outline
 - b. Assign report components to group members
 - c. Decide when longer group meeting is
2. Discuss our Report Outline
 - a. Might be better to incorporate recommendations and critiques into each CSF section
 - b. Quantification/Usability
 - i. Need to justify why we're doing it
 - ii. How to do it?
 1. Similar to Ebay.ca report by Omar
 - c. CSF's
 - i. Which ones are applicable to Kids Up Front?

CSF	Score (1-5)	Person Assigned
Add Value	5	Lara
Focus on a Niche	3	Jing
Maintain Flexibility	1	Sanya
Get the Technology Right	4	Sanya
Manage Critical Perceptions	5	Brianna
Excellent Customer Service	2	Omar
Create Effective Connectedness	3	Omar
Understand Internet Culture	2	Jing

3. Decide when longer group meeting is
 - a. Purpose of meeting
 - i. To get either a strong outline or a rough draft of each CSF completed
 - ii. To discuss each CSF and how it fits into the entire report
 - b. Time/Date of Meeting
 - i. Friday, November 13, 2009 from 11:00 am to 2:00 pm
 - ii. Workroom 9
4. Next Monday group meeting
 - a. Monday November 16, 2009 from 2:00 pm to 3:00 pm
 - b. Workroom 4